Center for Educational Performance and Information (CEPI)

Michigan Education Information System
(MEIS)

School Code Master (SCM)
Version 3.0

User's Guide
Authorized Users

Questions?
Contact: (517) 241-2374
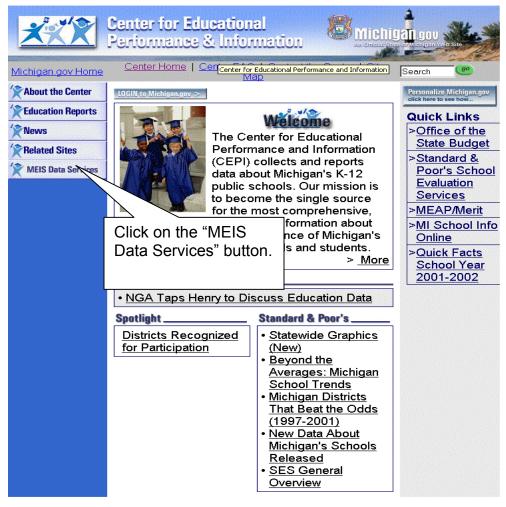e-mail: CEPI@Michigan.gov

Table of Contents

8. Authorized Users

The district superintendent or chief information officer has designated authorized users of the online School Code Master. Authorized users have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the School Code Master. Authorized users may request record changes, additions, or closings in the School Code Master.

8.1. CEPI Home Page

Welcome to the Web site for the Center for Educational Performance and Information (CEPI). CEPI manages several applications to collect, store, and report data about schools, including the School Code Master (SCM). The SCM contains the official contact information for schools and district facilities.

To locate the School Code Master page, click on the "MEIS Data Services" button on the left.

8.2. MEIS Data Services

Click on the "School Code Master" link on the left.

8.3. School Code Master Interface

Authorized users must log in to access authorized user information. You can begin this process from the School Code Master public home page by clicking the **Authorized User Login** link at the top of the screen. The following screen will appear:

8.3.1. Screen 1 - Login Page

This page allows authorized users and state administrators access to portions of the site not available to the general public. Authorized users have a 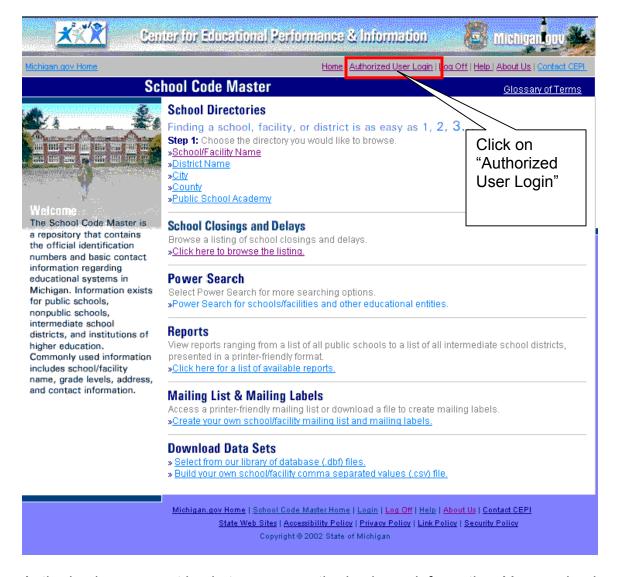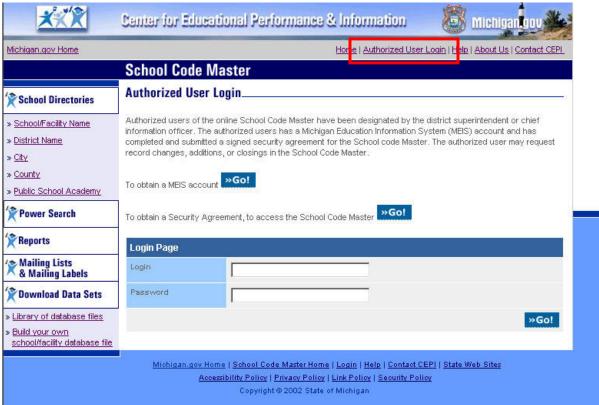Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the School Code Master. The authorized user may request record changes, additions, or closings in the School Code Master. The state administrator has the authority to approve or modify those requests.

To begin the process of obtaining a MEIS account, click the "To obtain an MEIS account" **Go** button.

To begin the process of obtaining a security agreement, click the second **Go** button.

If you already have an MEIS account and have completed a security agreement, enter your login and password into the spaces provided. Then click the **Go** button. A modified home page will appear, allowing you access to the authorized user portions of the site. You will then see the following screen:

8.3.2. Screen 2 – Authorized User Home Page

The authorized user home page

This page provides you access to the authorized user portions of the site as well as the public functions. The authorized user functions include the following:

- My Schools/Facilities, School Districts – these options allow the user to view information about schools/facilities or districts and, if so authorized, edit information about a school/facility, add a school/facility, or close a school/facility.
- Code Search – this option allows the user to search for a district or school/facility by school/district number.
- Search by Name – this option allows the user to search for a district or school/facility by exact character string comparison.
- School Closings

8.4. View all my school/facilities

8.4.1. Screen 1 – View all my schools/facilities

To view information about a school/facility that you are authorized to edit, click the
View/Edit all my Schools/Facilities, School Districts link. The following screen
will appear:

8.4.2. Screen 2 – View all my schools/facilities

This page displays a list of schools/facilities and school district information that you have the authority to edit. You have two options to search for the desired school/facility or school district name:

1. You may enter the school/facility or school district name, or part of the school/facility or school district name, in the text box. This will cause the selection list to advance until the entity name has been found.
2. You may click on the desired school/facility or school district name in the list of returned schools/facilities and school districts.

Once you have selected a school/facility or district name, you can see a synopsis of the school/facility or district. The information appears in this format:

8.4.3. Screen 3 – View all my schools/facilities

This page displays a synopsis of the school/facility or district. Click **Go** to view, and edit if necessary, detailed information about the school/facility or district. After clicking **Go,** the following screen appears:

8.4.4. Screen 4 – View all my schools/facilities

This page provides detailed information about the school/facility or district selected. Here you have the ability to edit the information about the school/facility or district contained in the site. You may edit the following fields:

- Geographical Location
- Official Name of Entity
- Facility Street Address (mailing)
- Facility Street Address (physical)
- Facility City (mailing)

- Facility City (physical)
- Facility Zip Code (mailing)
- Facility Zip Code (physical)
- Grades or Education Setting in School/Facility
- Magnet School
- Employer Identification Number
- Function of Ancillary Facility
- Last Name of Facility Administrator
- First Name of Facility Administrator
- Middle Initial
- Title/Honorific of Facility Administrator
- Administrative Assignment of Facility Administrator
- Telephone Number of Facility Administrator
- Facsimile (Fax) Number of Facility
- E-mail Address
- Web site
- Date School or Facility Was Opened
- Date School or Facility Was Closed
- Current Status of Facility
- Facility Ownership

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.

If edits are made, click the **Submit** button. To cancel edits, press the browser **Back** button.

Some items require the approval of a State Administrator before records will be updated. These items include the following:

- Geographical location
- Official Name of Entity
- E-mail Address
- Web Address
- Date School or Facility Was Opened
- Date School or Facility Was Closed

8.5. Add a school/facility

8.5.1. Screen 1 – Add a school/facility

To add a school/facility, click the **Add a school/facility** link. The following screen will appear:

8.5.2. Screen 2 – Add a school/facility

This page provides additional information on the requirements for adding a school or facility. Read the information provided and determine if the entity you want to add meets the requirements for a school or an ancillary facility.

Once you are sure the entity you would like to add to the site is appropriate, click the school or ancillary facility button at the bottom of the page.

Clicking the **School** button will cause the following screen to appear:

8.5.3. Screen 3 – Add a school/facility

This page allows you to enter the information required to add a school/facility to the site records. This information includes:

- County Code
- Geography Location (if PSA or nonpublic)
- Official Name of Entity
- Facility Street Address (Mailing)
- Facility Street Address (Physical)
- Facility City (Mailing)
- Facility City (Physical)

- Facility Zip Code (Mailing)
- Facility Zip Code (Physical)
- Grades or Educational Setting in School/Facility
- Date School or Facility Was Opened
- Facility Ownership

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.

After you have entered the required information by typing in text boxes and making selections from drop-down lists, and you are satisfied with your entries, click the **Submit** button to submit the information to the site. Your submission is sent to the State Administrator for approval.

To cancel the request, select the browser **Back** button.

8.5.4. Screen 4 – Add a school/facility

To add an ancillary facility, click the **Ancillary Facility** link. The following screen appears:

8.5.5. Screen 5 – Add a school/facility

This page allows you to enter the information required to add an ancillary facility to the site records. This information includes:

- County Code
- Official Name of Entity
- Facility Street Address (Mailing)
- Facility Street Address (Physical)
- Facility City (Mailing)
- Facility City (Physical)
- Facility Zip Code (Mailing)
- Facility Zip Code (Physical)
- Function of Ancillary Facility
- Date School or Facility Was Opened
- Facility Ownership

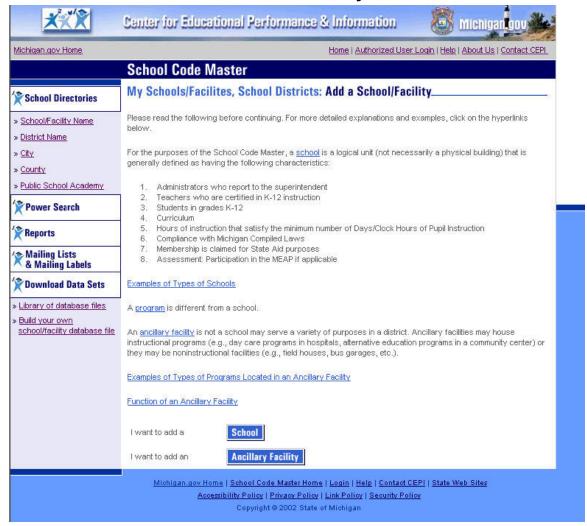**Note: Fields displayed for entity types will vary based on the requirements for the selected entity.**

Enter the required information by typing in text boxes and making selections from drop-down lists. Once you are satisfied with your entries, click the **Submit** button to submit the information to the site. Your submission is sent to the State Administrator for approval.

To cancel edits, click the browser **Back** button.

8.6. Close a school/facility permanently

8.6.1. Screen 1 – Close a school/facility, permanent

To close a school or facility, click the **Close a school/facility** link. The following screen will appear:

8.6.2. Screen 2 – Close a School/Facility, permanent

This page displays a list of schools/facilities and school district information that you have the authority to close. You have two options to search for the desired school/facility or school district name:

1. You may enter the school/facility or school district name, or part of the school/facility or school district name, in the text box. This will cause the selection list to advance until the entity name has been found.
2. You may click on the desired school/facility or school district name in the list of returned school/facilities and school districts.

Once the selection has been made, you will see the following screen:

8.6.3. Screen 3 – Close a School/Facility, permanent

Once you have selected a school/facility or district name, you can see a synopsis of the school/facility or district. Click **Go** to view, and edit if necessary, detailed information about the school/facility or district. You can view school district information by clicking the second **Go** button.

To close the school you have selected, enter the close date into the appropriate text box. This date must be entered in the MM/DD/YYYY format. Once you enter the close date, click the **Close** button. The following will appear:

8.6.4. Screen 4 – Close a School/Facility, permanent

You will be asked if you are sure you want to close the facility. If you wish to continue, click **OK**. If you want to terminate this action, click **Cancel**.

A request to close a school/facility will need to be approved by a State Administrator.

8.7.   Code Search

8.7.1. Screen 1 – Code Search - District

You have the option to search for districts or school/facility by code. To search for a district by code, enter the district code into the text box, click the **District** radio button, and then click **Search**. You will see one of two screens. If you have authority to edit fields within the record, you'll see the **View/Edit** screen. If you do not have the authority to edit the fields, a static display of the school/facility information will appear.

8.7.2. Screen 2 – Code Search - District

If you do *not* have authority to change the information for this district, you will not be able to edit fields.

If you have authority to change the information for this district, the above screen with fields for editing will be displayed. You may edit the following fields:
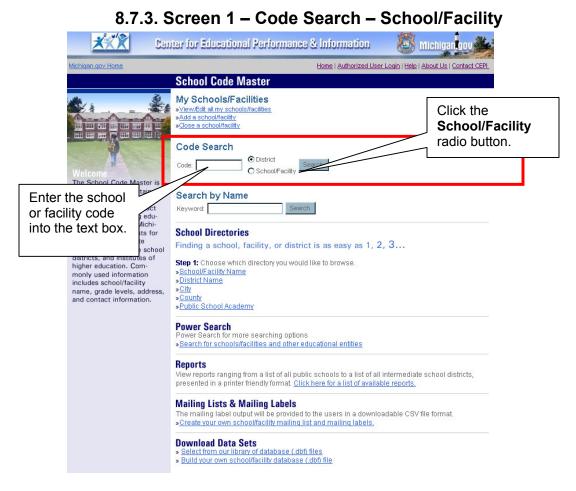
- Geographical Location
- Official Name of Entity
- Facility Street Address (mailing)
- Facility Street Address (physical)
- Facility City (mailing)
- Facility City (physical)
- Facility Zip Code (mailing)
- Facility Zip Code (physical)
- Grades or Education Setting in School/Facility
- Magnet School
- Employer Identification Number
- Function of Ancillary Facility
- Last Name of Facility Administrator
- First Name of Facility Administrator
- Middle Initial
- Title/Honorific of Facility Administrator
- Administrative Assignment of Facility Administrator
- Telephone Number of Facility Administrator
- Facsimile (Fax) Number of Facility
- E-mail site
- Web Address
- Date School or Facility Was Opened
- Date School or Facility Was Closed
- Current Status of Facility
- Facility Ownership

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.

If edits are made, click the **Submit** link. To cancel the request, select the browser **Back** button.
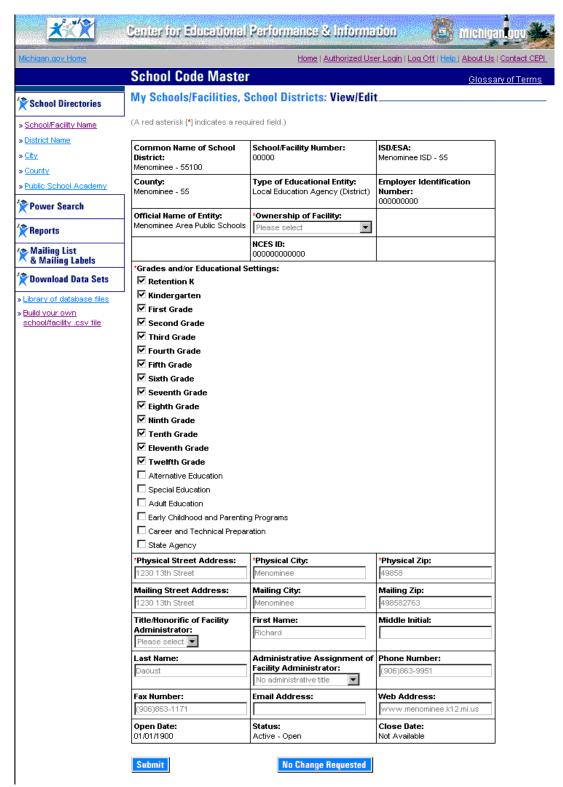
8.7.3. Screen 1 – Code Search – School/Facility

To search for a school/facility by code, enter the school/facility code into the text box, click the **School/Facility** radio button, and then click **Search**. You will see one of two screens. If you have authority to edit fields within the record, you'll see the **View/Edit** screen. If you do not have the authority to edit the fields, you will not be able to make any edits.

8.7.4. Screen 2 – Code Search – School/Facility

If you do *not* have authority to change the information for this school/facility, will not be able to edit the fields.

If you have authority to change the information for this school/facility the above screen with fields for editing will be displayed. You may edit the following fields:

- Geographical Location
- Official Name of Entity
- Facility Street Address (mailing)
- Facility Street Address (physical)
- Facility City (mailing)
- Facility City (physical)
- Facility Zip Code (mailing)
- Facility Zip Code (physical)
- Grades or Education Setting in School/Facility
- Magnet School
- Employer Identification Number
- Function of Ancillary Facility
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- Current Status of Facility
- Facility Ownership

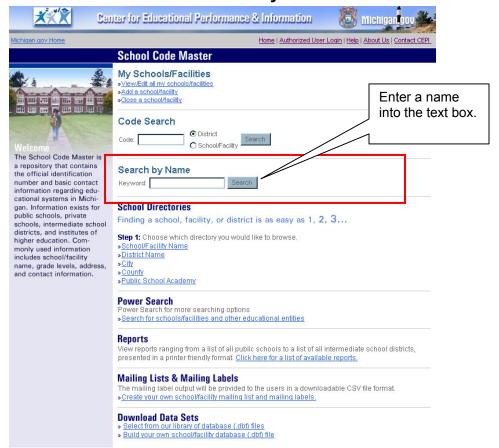**Note: Fields displayed for entity types will vary based on the requirements for the selected entity.**

If edits are made, click the **Submit** link.

To cancel edits, or if no edits are necessary, click the **No Change Requested** button.
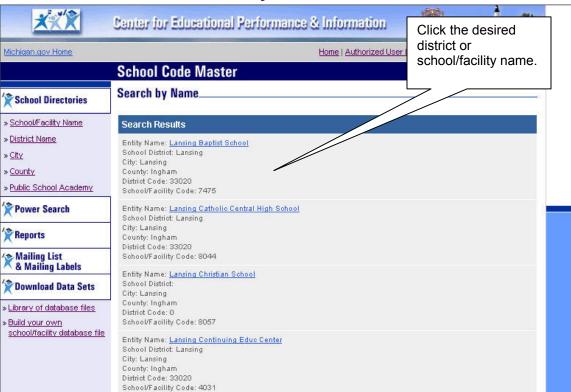
8.8. Search by Name

8.8.1. Screen 1 – Search by Name

To search for a district or school/facility by text, enter a character string into the text box and click **Search**. The following screen will appear:

8.8.2. Screen 2 – Search by Name

This page displays the results of your search, including a synopsis of the school, facility, or district information. Click the entity's name for more information. You will see one of two screens. If you have authority to edit fields within the record, you will see the **View/Edit** screen. If you do not have the authority to edit the fields, you will not be able to make any edits.

8.8.3. Screen 3 – Search by Name

If you do *not* have authority to change the information for this school/facility, will not be able to edit the fields.

If you have authority to change the information for this school/facility the above screen with fields for editing will be displayed. You may edit the following fields:

- Geographical Location
- Official Name of Entity
- Facility Street Address (mailing)
- Facility Street Address (physical)
- Facility City (mailing)
- Facility City (physical)
- Facility Zip Code (mailing)
- Facility Zip Code (physical)
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- Web Address
- Date School or Facility Was Opened
- Date School or Facility Was Closed
- Current Status of Facility
- Facility Ownership

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.
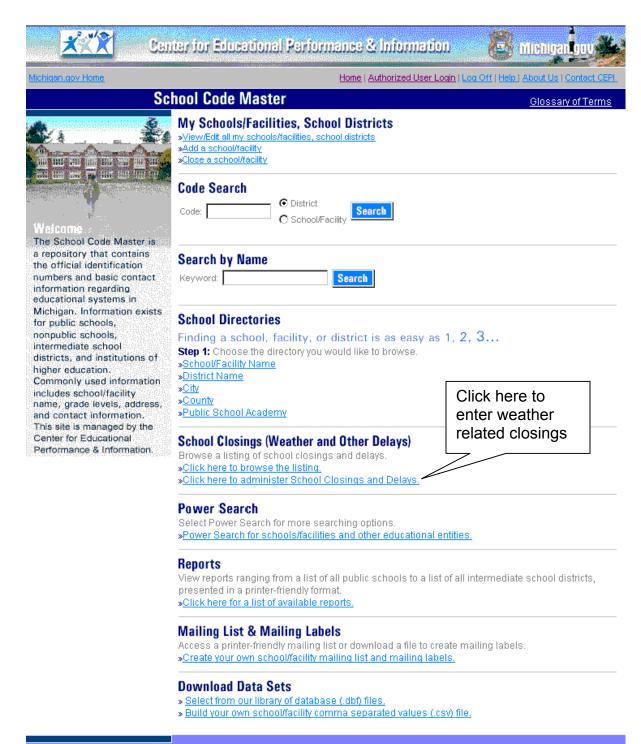
If edits are made, click the **Submit** link.

To cancel edits, or if no edits are necessary, click the **No Change Requested** button.

9. School Closings and Delays, temporary

This function of the School Code Master allows authorized personnel to enter and maintain information regarding school closings and/or delays, such as those due to the weather.
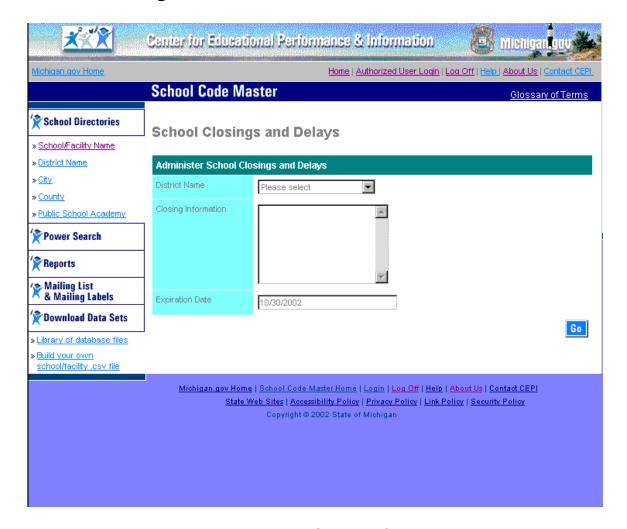
9.1. Administration

To post school closing and delay information, you must be logged in as an Authorized User. When logged in as an Authorized user, an additional link will display under the heading **School Closings and Delays**.

Click the link **Click here to administer School Closings and Delays**.

The following screen will display:

9.2. Posting

To post a school closing or delay, perform the following steps:

1. Select the District Name from the drop down menu. This menu will contain districts the logged in user has authorization for.
2. Enter descriptive text for the closing in the Closing Information field.
3. Enter an expiration date in the designated field. Enter only a date, and use the format of mm/dd/yyyy.
4. Submit the information by clicking the **Go** button.
5. A confirmation page will display. If the request was unable to process due to an incomplete field entry or system error, the confirmation page will display details regarding the error.

- To view the positing, select the link to browse a listing of School Closings and Delays from the SCM home page.
- Each district can only display one posting at a time. Submitting a posting will overwrite any existing entries for that district.
- To cancel a posting, submit another posting with an expiration date earlier than today.